

**Job Title:** Part-Time Technical Services/Cataloging Assistant

**Job Type:** Part-Time – 25 hrs/wk

**Hourly Rate:** \$13/hr

**Application Deadline:** 05/02/25

### **Work Schedule**

- Monday–Friday: 1:00 PM – 6:00 PM
  - One evening shift per week (typically 3:00 PM – 8:00 PM)
  - Rotating Saturday shifts as part of the library's weekend coverage
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### **Position Summary**

The Part-Time Technical Services/Cataloging Assistant is primarily responsible for the processing and cataloging of library materials and supporting technical services operations. In addition to behind-the-scenes duties, the role includes regular responsibilities in circulation and reference support, providing excellent service to library patrons.

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### **Key Responsibilities**

#### **Technical Services & Cataloging Duties:**

- Perform original and copy cataloging of library materials using MARC, RDA, and Dewey Decimal Classification
- Process and prepare materials for circulation
- Maintain accurate and consistent bibliographic and item records in the integrated library system (ILS)
- Assist with acquisitions and inventory control
- Collaborate with staff to ensure collection accessibility and accuracy

#### **Circulation and Reference Support:**

- Assist patrons at the circulation and reference desks
  - Check materials in and out, issue library cards, and maintain accurate patron records
  - Help patrons locate materials, place holds, and use the online catalog
  - Answer general reference questions and provide technology assistance
  - Assist with public computer and printer troubleshooting
  - Promote and support library programs and services during interactions with the public
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### **Required Qualifications**

- Associate degree from an accredited institution; Bachelor's degree or higher in library science, education, or related field preferred
- Previous experience in cataloging, technical services, or library support preferred

- Familiarity with MARC records, Dewey Decimal System, and cataloging standards a plus
  - Strong attention to detail and accuracy in data entry and record management
  - Excellent communication and interpersonal skills
  - Ability to work both independently and as part of a collaborative team
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## **Essential Physical Abilities**

The following physical abilities are required to perform essential job functions, with or without reasonable accommodation:

- Clear speech and/or hearing to communicate with patrons and staff
- Visual acuity to read catalog records, screen text, and physical labels
- Manual dexterity to process materials, create legible handwritten records, and operate computers and specialized equipment
- Ability to lift and move items up to 35 pounds, push book carts, and sit or stand for extended periods

Tasks may also involve walking, bending, reaching, crouching, stooping, and repetitive hand movements.

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## **Benefits**

- Holiday Pay (as eligible based on scheduled hours)
  - PERSI (Public Employee Retirement System of Idaho)
  - Professional development opportunities and supportive work environment
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## **ADA Statement**

Madison Library District complies with the Americans with Disabilities Act (ADA) and is committed to providing reasonable accommodations to individuals with disabilities. If you need assistance or accommodation during the application process, please contact the Director.

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## **Equal Opportunity Employer**

Madison Library District is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and encourage applications from candidates of all backgrounds and abilities.